

**CHIEF AGENCY TELECOMMUNICATIONS REPRESENTATIVE (CATR)
RESPONSIBILITIES/DUTIES
(One Designated Per Agency)**

1. Is at the supervisor/manager level or above (i.e. SSM I/II/III; TSM I/II; BSO I/II/III; CEA, etc.)
2. Is the primary point of contact with the Department of General Services, Telecommunications Division, Office of Network Services ([DGS-TD-ONS](#)) for agency telecommunications matters.
3. Must register with the ONS by completing a Chief Agency Telecommunications Representative (CATR)/Agency Telecommunications Representative (ATR) [designation form](#). This registration provides authority to act as the primary contact with the DGS-TD-ONS, and to approve the purchase of telecommunications products and services through the [STD. 20](#) and [STD. 65](#) processes for their agency.
4. Delegates day-to-day telecommunications management responsibility within the agency based on workload, geography or functional area of responsibility, by designating ATR(s) as needed. The CATR should coordinate with the ATRs to develop agency/local telecommunications policies and procedures in compliance with state law and policy.
5. Provides oversight for and has knowledge of, agency telecommunications functions; has the ability to **make or elevate** telecommunications related decisions on behalf of the entire agency. Coordinates and communicates the resolution of significant telecommunications issues with their agency field offices, districts, boards, etc. as appropriate.
6. Takes action as appropriate, and disseminates critical and time-sensitive telecommunications information, including [ATR Bulletins](#) and State Telecommunications Management Manual ([STMM](#)) updates to management, ATRs and others.
7. Helps ensure that state policy implementation or DGS requests for information are completed. Keeps agency management and staff informed of policy changes, and oversees agency procedures and developments pertaining to telecommunications services. Includes DGS-TD in the planning of major projects that will require CALNET services or DGS-TD support.
8. Should be familiar with and adhere to the telecommunications sections of the State Administrative Manual ([SAM Chapter 4500](#)) and follow established STMM guidelines and procedures.
9. Appoints or helps ensure that the agency appoints a [Directory Listing Coordinator \(DLC\)](#). The DLC is the liaison between the agency and DGS-TD in matters related to telephone and address listings for the on-line and printed State Telephone Directory.
10. As determined by the agency, may also perform some or all of the duties of an ATR (day-to-day telecommunications duties), especially if at a small agency.

Links:

[CATR Overview](#)

[ATR Responsibilities](#)